BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Extended Diploma in Business and Hospitality
Unit number and title	**Unit 25: Team Development**
Learning aim(s)	**C:** Plan and evaluate the work of hospitality teams
Assignment title	**Planning and Evaluating the Work of Teams**
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	As a new supervisor, one of your duties is to plan, monitor and review the work of your team.
Task 1	Plan and review the work of a team by setting objectives and consider the skills and attributes of team members. 1. Use appropriate planning techniques to: a. set specific and measurable objectives for the team to achieve b. evaluate possible threats to the planning and objective setting process. 2. Use supervisory and monitoring skills to: a. manage the work of a team b. support individual team members c. adapt tasks when required. 3. Review the outcomes of the team activity including: a. the achievement of team objectives b. changes and support needed to achieve these c. the effectiveness of the planning process in achieving the objectives d. make recommendations for improvement to planning and monitoring activities.
Checklist of evidence required	Planning and monitoring documents Review report Observation records

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
C.D3	Review the effectiveness of the planning process in setting objectives that are specific and measurable and take account of the skills and attributes of team members and making recommendations for improvements.
C.M3	Plan and evaluate the work of teams, setting targets and objectives that meet the needs of a business and the skills of individual team members.
C.P4	Plan and evaluate the work of teams setting targets to be met during a team activity.

Sources of information to support you with this Assignment	
Other assessment materials attached to this Assignment Brief	*None*